



SAMPLE

TO BE TYPED ON PRINCIPAL'S LETTERHEAD

BUSINESS PLAN

Date:

Contractor:

1. Give a short summary of the start of your company.
2. Give a short summary of the growth of the company from beginning to present (Annual billings, net worth, job size, etc.)
3. Plans for volume and type of work for the next 12 months.
4. Long range goals of the company.
5. Experience of owners, managers, and key employees.
6. Plans for continuity of the company, if something were to happen to the top management.

ATTACH ADDITIONAL INFORMATION, IF AVAILABLE.